FARMINGTON POLICE DEPARTMENT
POLICY AND PROCEDURE

Policy Number: 116-01	Effective Date: 05/09/2016
Subject: Allocation and Distribution of Personnel	
Approved by:	
St. D. Hebbe	
Steven D. Hebbe, Chief of Police	

PURPOSE:

To establish a system for governing the allocation and distribution of Department personnel.

POLICY:

It is the policy of the Farmington Police Department to maintain a system for managing the allocation and distribution of Department personnel.

PROCEDURE:

The management of Department staffing is the responsibility of the assigned Captain. This responsibility includes position status information which consists of monitoring authorized personnel positions in comparison to actual personnel positions filled. This is accomplished by means of a Payroll Projection Report which is produced by the City of Farmington Personnel Department annually or upon request.

Department staffing is documented as part of the City of Farmington Program Budget and the Farmington Police Department Annual Report. Each identifies the number and type of position authorized and the location of each authorized position within the Department's organizational structure.

Workload assessments are conducted at least once every three years to assist in the allocation and distribution of personnel. Population trends and workload assessments are conducted periodically as part of the Strategic Plan development and review process to determine organizational needs. The assigned Patrol Lieutenant conducts workload assessments at least once every three years as part of the Patrol Shift Bid process to determine personnel distribution to and within shifts. In addition, Department divisions conduct workload assessments as needed, or as part of the annual budget preparation process, to justify requests for additional personnel.

Positions not requiring sworn personnel are specified as civilian positions and staffed accordingly